

BUDGET ADVISORY COMMITTEE MEETING
January 12, 2004

1. ROLL CALL

The meeting was called to order at 6:00 p.m. Present at the meeting were Committee Chair, Dr. Kerry Waldee, Secretary Scott Spages, Dr. Bob Preziosi, and Finance Director, Bill Underwood.

2. APPROVAL OF MINUTES

A motion was made by Scott Spages, seconded by Bob Preziosi, to accept the December 15, 2003 minutes. In a voice vote, all voted in favor. (Motion passed 3-0)

3. OLD BUSINESS

3.1 Discussion of PMG Study

Bob Preziosi felt the Committee had made its perspective known with regard to the PMG Study, the Space Needs Study and the Community Endowment Fund. He felt Town Administrator Willi could give the Committee management perspective, to better help the Committee make its final recommendations on these issues. Kerry Waldee advised that he would contact Town Administrator Willi later in the week to invite him to the next meeting to further discuss these three items. The Committee members set the goal for February 23, 2004 as the next meeting date.

3.2 Space Needs Study

Scott Spages advised that the Committee could not have further discussion on the Space Needs Study until Town Administrator Willi is present.

3.3 Community Endowment Fund

Bill Underwood advised that the Community Endowment Fund was basically a trust fund with legislative requirements that it could only be spent for specific purposes. He explained that in 1997, auditors had closely examined the fund's requirements and structure and determined that it was not a trust fund under strict definitions, after which it became a special revenue fund available for any lawful governmental purpose. Scott Spages asked if this meant the fund was open to the Committee to make suggestions about how to use the \$5 million. Bill Underwood advised that the fund currently had only \$3.3 million, as \$2.5 million had been moved into pensions, by unanimous vote at the last Town Council meeting. The Committee members further discussed past trends in benefit pension programs. Scott Spages asked how the \$2.5 million amount was arrived at. Bill Underwood explained that he was instructed to use the funds that were originally allocated from the pension plan. Scott Spages stated that he would try to prepare a proposal for how to allocate the fund's remaining \$3 million by the next meeting.

4. NEW BUSINESS

4.1 Fiscal Year 2005 Budget Development Process

Kerry Waldee felt it was time to start looking at the fiscal year 2005 budget development process. He suggested that as Bill Underwood was serving his first year on the

Committee, a schedule be set up that could be strictly adhered to, with regard to fiscal year budgeting. Kerry Waldee suggested developing a calendar based on Mr. Underwood's background and experience to help provide the Committee with dates and guidelines from which to make recommendations. Scott Spages made a motion, seconded by Bob Preziosi, that a draft calendar be developed and presented at the next meeting. In a voice vote, all voted in favor. (Motion passed 3-0)

5. COMMENTS AND/OR SUGGESTIONS

6. ADJOURNMENT

There being no further business to discuss, Scott Spages made a motion, seconded by Bob Preziosi, to adjourn the meeting. In a voice vote, all voted in favor. (Motion passed 3-0)

Date approved

Chair/Committee Member